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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 4310.1**Effective Date: March 16,  
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## **Subject: Identification and Disposition of NASA Artifacts (Revalidated w/Change 2 1/31/06)**

**Responsible Office: Logistics Management Division**[| TOC](#) | [Change\\_History](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [AppendixA](#) | [AppendixB](#) | [ALL](#) |

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## **Chapter 3. Procedures and Guidelines**

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### **3.1. Identification and Reporting of Artifacts**

3.1.1. The identification of artifacts will begin as items produced and utilized by historically significant programs and projects lose their technical utility and are scheduled for disposal. The directive referenced in subparagraph P.4.2. provides overall policy for the control and custody of items of equipment classified as artifacts. Center Property Disposal Officers, working with their respective Public Affairs Offices, will assist program and project managers and Center Directors in determining which items qualify as artifacts. They will ensure that these items are reported in accordance with the procedures and guidance referenced in subparagraphs P.4.3. and P.4.4. and that special handling and reporting requirements for artifacts that are also controlled equipment are observed.

3.1.2. The appropriate turn-in document will clearly indicate that the property is designated an artifact. It will contain a description of the item's relationship to the historically significant program or project, system, subsystem, prototype, test unit, or facility. The artifact will be accompanied by other identifying documents such as operating handbooks, summary reports, drawings, log books, photographs, videotapes, motion picture film, audio tapes, and historically significant telemetry and test data. If possible, a recent photograph of the artifact will accompany the turn-in document.

3.1.3. The turn-in document may also cite a recommended disposition for the artifact, including known requests for custody from NASA Centers, other Government agencies, museums, and institutions. In these cases, a statement will be made as to the intended use of the artifact, and the name and telephone number of a point of contact will be included.

3.1.4. Artifacts should be grouped by their relationship to each other as much as possible. Components of a vehicle, though separately identified and controlled, would be grouped to show their relationship to the next higher assembly, to subsystems, to systems, and to the complete vehicle.

3.1.5. As artifacts become available for transfer, Centers will notify the Assistant Director, Collection Management, NASM, and NASA Headquarters, Office of Public Affairs, and Office of Infrastructure and Administration. Artifacts will be reported by the Center having property accountability as opposed to the Center that may be programmatically involved or that may have physical custody of the artifact.

### **3.2. Screening and Transfer of Artifacts**

3.2.1. In accordance with the agreement between NASA and the Smithsonian Institution contained in Appendix A, NASM will review the notices of artifact availability submitted by the NASA Centers and indicate which items the museum wishes to acquire. The annotated notice will be returned to the Center, along with shipping instructions for the items desired, within 30 days of receipt. If no response is received from the NASM within 45 days of notice transmittal, the Center can assume the NASM has declined to acquire any item in the notice.

3.2.2. Competing requests for an artifact will be forwarded to the Director, Logistics Management Division will

present the issue to the NASA Artifacts Committee for a decision. When competing requests are for exhibition only, the issue will be given to the NASA Exhibits Coordinator, in accordance with subparagraph P.4.5. for resolution.

3.2.3. The reporting Center will transfer the artifacts in accordance with the shipping instructions provided by NASM and as coordinated through the appropriate General Services Administration office. In all cases involving the transfer of aircraft artifacts, coordination will be conducted through the General Services Administration, Region Nine.

3.2.4. Requests for artifacts submitted by NASA Centers will be forwarded to the accountable Center's Property Disposal Officer. The request will include a statement on the intended use of the artifact, which describes the technical application, applicable program, or nature of the exhibition planned for the artifact. If the allocation of the artifact will require the expenditure of funds, the request will identify the fund source, project plan, and approving official. In general, requests for the transfer of artifacts for program requirements will have priority over requests for exhibitions.

3.2.5. Request for the exhibition of artifacts from non-Government organizations will be handled by the Center Exhibits Coordinator in accordance with the policy directive referenced in subparagraph P.4.5.

3.2.6. Items not transferred to the NASM or referred to the Center Exhibits Coordinator will be disposed of in accordance with the procedures and guidance referenced in subparagraph P.4.4.

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